

EFFECTIVE

October 1, 2013.

SUBJECT(S)

1. Referral for adoption services.
2. Inclusions of addendum to state and federal laws.
3. Reference Personnel & Professional Development (AHP) Administrative Handbook was removed.
4. New recruitment tool.
5. Clarification and addition of new MCI form.
6. Clearance requirements.
7. MCI designee and case conference requirements.
8. Address correction.
9. Case review requirements.
10. Required documents to be given to prospective adoptive families.
11. Michigan Adoption Resource Exchange (MARE) requirements and forms.
12. Clarification in MCI roles and responsibilities, and consent processes.
13. Child specific denial of MCI consent.
14. Notification of complaint requirements.

**1) Referral for
adoption services****ADM 100, Adoption Services****Overview**

Children are referred for adoption services following termination of parental rights or following the voluntary release of parental rights with commitment to DHS.

Reason: Dwayne B. v Synder, et al. settlement agreement and alignment with foster care policy.

**2) Inclusions of
addendum to state
laws**

ADM 110, Legal Requirements

2011 PA 30, as amended, [MCL 400.209] allowing the MCI superintendent to designate his or her authority to consent to the adoption, marriage, guardianship, or emancipation of any child who may have been committed to MCI and 1939 PA 280 were added to this section.

Reason: Request from legal services.

**3) Reference to
Personnel &
Professional
Development
(AHP)
Administrative
Handbook was
removed**

**ADM 140, Adoption Staff Obligation to Report Suspected
Abuse and Neglect**

This handbook is no longer being used. A link to the DHS Public website was added for information on Mandated Reporters of Child Abuse and Neglect.

Reason: Item no longer available.

**4) New recruitment
tool**

ADM 400, Recruitment Efforts

Child-Specific Recruitment Efforts

The adoption worker must review the "Let's Talk" booklet from the Michigan Adoption Resource Exchange (MARE) with children who are nine years and older.

**5) Clarification and
addition of new
MCI form****ADM 510, Adoptive Family Assessments****Assessment Time Frames**

The DHS-612, Adoptive Family Assessment Addendum must be completed within 30 calendar days from the date of assignment of the case to an adoption worker for a family who has a previously approved BCAL-3130. Exceptions must be documented in the DHS-614, Quarterly Adoption Progress Report, and approved at the next permanency hearing.

MCI Superintendent Review

The MCI office will use the DHS-96, MCI Determination For Individuals Placed On Central Registry Requesting Consent, as their written determination after consideration for adoption by individuals on Central Registry.

Reason: Clarification

**6) Clearance
requirements****ADM 520, Background Checks, Clearances, Criminal History Checks, and Fingerprinting****Requirement Overview**

For prospective adoptive parents who are licensed for foster care in Michigan, clearances must be current within the last 12 months and reviewed by the adoption worker for inclusion in the DHS-612, Adoptive Family Assessment Addendum.

LEIN Document Disposal

Workers must cross-cut shred or incinerate LEIN clearance result documents after review, verification of pertinent data, and incorporation of the verified information in narratives in the BCAL-3130 or DHS-612. See LEIN policy in FOM 722-6a for details on the use of and verification of LEIN information.

Reason: Clarification

**7) MCI designee
and case
conference
requirements****ADM 560, Approval/Denial of Adoption Application**

When a case conference is not requested within the required time frame for a family not being recommended for adoption, the adoption worker must submit a copy of the DHS-605, Recommendation to Deny Request, with the consent packet to the MCI office for review regardless of a recommended adoptive family being identified.

Requirements were added to address what must be in the child placing agency director's final written decision following a case conference with a family that was not recommended for adoption by the adoption worker.

Reason: MCI office request for clarification.

**8) Address
correction****ADM 570, MARE Registration of Approved Families**

Corrections were made to the Michigan Adoption Resource Exchange (MARE) address.

**9) Case review
requirements****ADM 610, Placement Decisions for Adoption Of A Specific Child (Consideration)****Planning Following a Disrupted Adoption**

A requirement for a face-to-face case review following a disrupted adoption was added. This review must include at a minimum: the current adoption worker, the adoption supervisor, and a permanency resource monitor or an adoption resource consultant.

Review Plan for Children With an Identified Adoptive Family

A case review is required for children with an identified family when adoptive placement has not been achieved within six months of the family signing the DHS-4809. The schedule of case review meetings is as follows:

- At six and nine months after the DHS-4809 has been signed, a face-to-face case review meeting must occur and include at a minimum: the adoption worker, the adoption supervisor, and the prospective adoptive family.
- In cases where an adoptive placement has not occurred within one year of the DHS-4809 being signed, a case review meeting must occur and include at minimum: the adoption worker, the adoption supervisor, the prospective adoptive family, an outside expert engaged by DHS with expertise in permanency and adoption process and planning. This review must occur between nine and 12 months of the DHS-4809 being signed and must be held on a quarterly basis thereafter until the Order Placing Child After Consent is issued or a goal change occurs. Documentation of these case reviews and efforts to achieve adoption must be maintained in the child's adoption record for review and, upon request, submitted to the Adoption Program Office for review.

Reason: Align with ADM 400 to achieve permanency.

10) Required documents to be given to prospective adoptive families

ADM 680, Application for Subsidy Program

The DHS Publication 538, Michigan's Adoptive Subsidy Program, and DHS-4081, Adoption Assistance Intent Statement, must be provided to the prospective adoptive family at the time the DHS-4809, Intent to Adopt, is given to the family.

Reason: Dwayne B. v Synder, et al. settlement agreement

11) Michigan Adoption Resource Exchange (MARE) requirements and forms

ADM 710, State Ward Tracking System and Registration on the Michigan Adoption Resource Exchange

Registration Following a Dissolved Adoption

The adoption worker must submit a child registration to MARE within 30 calendar days of the court termination order or court order for release of adoptive parent's parental rights; an exception may be granted by the DHS Adoption Program Office.

MARE Forms

For children who are photolisted on the MARE website and a potential adoptive family is being identified or a change in the child's plan is in process, the adoption worker must use one of the photolisting status forms below to identify the status of the adoption process next to the child's photolisting on the MARE website within five calendar days of a status change occurring:

- Photolisting Status Change-PLACEMENT PENDING FORM.
- Photolisting Status Change-REVIEWING HOMESTUDIES FORM.
- Photolisting Status Change-OTHER FORM.

Reason: Clarification request for CWTI and customer request.

12) Clarification in MCI roles and responsibilities, and consent processes

ADM 800, Roles and Responsibilities of Michigan Children's Institute (MCI)

Introduction

The MCI superintendent may appoint a designee to consent to adoption, juvenile guardianship, marriage, or emancipation of a child who is an MCI Ward.

County directors who have received written delegation, from the MCI superintendent, may consent to adoption when the case meets the criteria in; ADM 850, Expedited Consent. Consent packets meeting this criteria should be sent to the county child welfare director for the county which had jurisdiction of the child in the child abuse and neglect proceeding.

Public Use of Photographs and Media Interviews of MCI Wards

The MCI superintendent has authorized the use of interviews and release of photographs of MCI wards for child specific adoption

recruitment purposes without prior approval **only** when the child has been consulted, is in agreement, and has signed the “Let’s Talk” booklet; see ADM 400.

Reason: MCI office request and clarification.

ADM 810, Case Planning and Consultation for Michigan Children’s Institute Wards

ADM 810 has been incorporated into ADM 800.

Reason: MCI office request and clarification.

ADM 820, Michigan Children’s Institute (MCI) Ward Adoption Consent Process

Introduction

Added: Pub Act 30 of 2011 amended the MCI Law to allow the MCI superintendent to designate his or her authority for Consent to adoption, guardianship, marriage, or emancipation of a child who is an MCI ward.

County directors who have received written delegation, from the MCI superintendent, may consent to adoption when the case meets the criteria in; ADM 850, Expedited Consent. Consent packets meeting this criteria should be sent to the respective county child welfare director or county director for the county which had jurisdiction of the child in the child abuse and neglect proceeding.

ADM 830, Adoption Consent Packets - Required Documentation

Documents

The following additional documents must be submitted with the consent packet for competing parties:

- DHS-605, Recommendation to Deny Consent.
- Copy of the agency final recommendation following a case conference, if a case conference was requested in the required time frame.
- The DHS-3217-A, Adoption Consent Request (Recruited Family or Competing Party), with the identity of the guardian ad litem and contact information.

The following additional documents must be submitted with the consent packet for Indian children:

- Documentation of tribal consultation.
- Documentation of the tribe's recommendation.

Reason: MCI office request and clarification.

ADM 840, Withdrawal of Consent for Michigan Children's Institute (MCI) Wards

The worker must document in writing the reasons and immediately provide documentation to the MCI superintendent, or his or her designee, that the adoptive parent request for consent is withdrawn.

ADM 850, Expedited Consent

Expedited Consent Criteria

Added: Pub Act 30 of 2011 amended the MCI Law to allow the MCI superintendent to designate his or her authority for Consent to adoption, guardianship, marriage, or emancipation of a child who is an MCI ward.

County directors who have received written delegation from the MCI superintendent may consent to adoption when the case meets the criteria in; ADM 850, Expedited Consent. Consent packets meeting this criteria should be sent to the respective county child welfare director or county director for the county which had jurisdiction of the child in the child abuse and neglect proceeding.

When the prospective adoptive family has any unsubstantiated CPS investigation or licensing complaints involving the care of a child, or the consent request involves an adoptive placement in another state, the consent request can not be treated as expedited.

Reason: MCI office request and clarification.

ADM 860, Competing Parties

Removed: Replacement of state wards with a family that is involved in a case conference should not proceed without the approval of the MCI office.

Reason: MCI office request and clarification.

**13) Child specific
denial of MCI
consent****ADM 870, Denial of MCI Consent to Adopt a Specific Child****Written Notice of Agency's Recommendation to Deny Consent**

When a case conference is not requested within 14 calendar days of receipt of the denial letter, the adoption worker must submit a copy of the DHS-605, Recommendation to Deny Request, with the consent packet to the MCI office for review and written determination, regardless if a recommended adoptive family has been identified.

Case Conference

Participation or consultation with MCI for cases involving relatives, separation of siblings, or removal of a child from the home must occur.

Section 45 Hearing Notification

This section was added to policy.

Reason: MCI office request and clarification.

**14) Notification of
complaint
requirements****ADM 880, Notification of CPS, Licensing Complaints, or Criminal Charges**

Notification requirements were added for licensing complaints involving the care of a child or a CPS investigation involving the prospective adoptive family prior to the Order Placing Child being issued.

Reason: MCI office request and clarification.

Communication Plan: PowerPoint presentation.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items (content changes) ...

**ADM 100
ADM 110
ADM 140
ADM 400
ADM 510
ADM 520
ADM 560
ADM 570
ADM 610
ADM 680
ADM 710
ADM 800
ADM 820
ADM 830
ADM 840
ADM 850
ADM 860
ADM 870
ADM 880**

Deleted Items ...

ADM 810